



## 2006-2007 Artists in Residency Grant Application FOR RESIDENCY SPONSORS

- ◆ Please consult the Virginia Commission for the Arts' 2006-2008 Guidelines for Funding for eligibility and detailed information about the Artists in Residency Program.
- ◆ Contact the Commission's office at 804/225-3132 or by emailing [arts@arts.virginia.gov](mailto:arts@arts.virginia.gov) for a copy of the guidelines or download the guidelines from the Commission's website at [www.arts.virginia.gov](http://www.arts.virginia.gov).

### Description:

This program places professional artists of various arts disciplines in residencies directed toward elementary and secondary students and their teachers. Artists do not have to be in the Commission's Artist Roster, although it is recommended. Residencies must be designed to reinforce the scope and sequence of curriculum-based arts instruction taught by arts specialists and provided by the school/school division. Please consult the 2006-2008 Guidelines for Funding for additional information about the program (see page 27).

### Application Deadline

Completed applications must be received by **the Commission on or before 5:00 p.m., April 3, 2006 (this is not a postmark date)**. The Commission does not accept applications via fax or email.

### Application Checklist

- The applicant has read the Commission's *2006-2008 Guidelines for Funding*, the current *Arts Education Handbook*, and the current *Artist Roster*.
- 12 copies of the application and all requested attachments, have been completed, signed, collated properly (do not bind the applications), and submitted to the Commission via mail.
- 1 original signed Grant Conditions Agreement is attached to the top copy of the application.
- The National Standard for Information Exchange form has been filled out and is attached to the top copy of the application.
- The applicant's federal tax identification number has been provided on page 1 of the application form.
- A current, professional resume for each participating school's on-site local coordinator is attached to the original and to each photocopy of the application.
- All non-public school applicants (such as non-profit organizations) must include a copy of the federal tax exemption letter to demonstrate not-for-profit status.

# 2006-2007 ARTISTS IN RESIDENCY GRANT APPLICATION

## For Residency Sponsors

12 copies of the signed, and collated application & all attachments must be received by the Commission no later than 5:00 p.m., April 3, 2006. Please read the *Guidelines for Funding, 2006-2008*, and the current *Arts Education Handbook* before completing an application.

COMMISSION USE ONLY: Client # \_\_\_\_\_ Grant I.D. # 07 \_\_\_\_\_

VIRGINIA COMMISSION FOR THE ARTS  
223 Governor Street , Lewis House—Second Floor  
Richmond, VA 23219-2010  
804-225-3132 www.arts.virginia.gov

### 1. APPLICANT ADDRESS:

### 2. TELEPHONE # (including area code)

### 3. E-MAIL ADDRESS:

### 4. TOTAL RESIDENCY EXPENSES (CASH ONLY): \$

### 5. AMOUNT REQUESTED FROM COMMISSION: \$

### 6. COUNTY or CITY SCHOOL DIVISION:

### 7. FEDERAL TAX I.D.

NOTE: Applications will not be processed if the correct 9-digit number is not provided. Contact the school division's business or finance office for assistance. Payments to public schools may be made via electronic transfer. If so, grant

### FIRST-TIME ARTISTS IN EDUCATION RESIDENCY APPLICANT?: ☐ YES ☐ NO

The total cash expenses indicated in #4 must equal the total cash expenses indicated in #16. First-time Artist Residency sponsor applicants may request up to two-thirds of the total eligible cash expenses. The amount requested from the Virginia Commission (#5) must equal the amount requested on line (g) , #15. Returning applicants may request up to 50% of the total eligible cash expenses.

### 8. ARTS DISCIPLINE(S) OF RESIDENCY:

☐ Architecture ☐ Crafts ☐ Dance/Movement ☐ Film/Video ☐ Folk Arts ☐ Music ☐ Poetry/Fiction ☐ Theatre ☐ Visual Art ☐ Multi-Discipline (check applicable disciplines)

### 9. GRADE LEVEL(S)/LENGTH OF RESIDENCY PROGRAM (provide information as requested in space below) Each of the required components must take place at each participating school site.)

	Artist Name: School:	Artist Name: School:	Artist Name: School:
a) Number of participating schools	_____	_____	_____
b) Grade level(s)	_____	_____	_____
c) Hours <u>per day</u> for artist's work with students	_____ (per day)	_____ (per day)	_____ (per day)
D) Hours <u>per day</u> for artist's personal work (only required if residency is longer than 10 days)	_____ (per day)	_____ (per day)	_____ (per day)
e) Total hours <u>per day</u> for all residency activities	_____ (per day)	_____ (per day)	_____ (per day)
f) Total number of <u>full days</u> at each school	_____ (full days)	_____ (full days)	_____ (full days)

### 10. CERTIFICATION OF ASSURANCES:

The undersigned certifies that the information in the application and its attachments is true and correct. The filing of this application has been duly authorized by the governing body of the applicant school or organization. The applicant school or organization agrees to comply with all of the terms included in the Virginia Commission for the Arts Grant Conditions Agreement for 2006-2007. If the applicant cannot comply for any reason the applicant school or organization must contact the Commission immediately. The undersigned further certifies that he/she has read the Commission's *Guidelines for Funding, 2006-2008* and the current Arts Education Handbook, has signed and attached the Grant Conditions Agreement, and has provided the applicant's correct Federal Tax Identification Number as required by the Commonwealth of Virginia.

\_\_\_\_\_  
Type or Print Name of Principal/Asst. Principal/Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Date

( ) The school division's business office has been notified about this request for matching funds.

11. NAME & ARTISTIC DISCIPLINE OF EACH ARTIST WITH WHOM THE APPLICANT HAS DEVELOPED THIS RESIDENCY PROGRAM. Indicate if the artist is from the Commission's Artist Roster. (the artist's involvement in planning the residency must be detailed in #18):

☐ An up-to-date résumé for each artist listed above must be included with the application. The résumé should follow page 6 of the original and each photocopy copy of the application.

12. LIST THE APPLICANT'S PREVIOUS VIRGINIA COMMISSION-FUNDED ARTIST IN RESIDENCY PROGRAMS, ARTISTS AND GRANT AWARD AMOUNT(S) (list the residencies chronologically and provide the information requested below):

Artist & Arts Discipline(s)	Academic Year & Residency Date(s)	Virginia Commission Artist Residency Grant Award

IF YOU HAVE SELECTED THE SAME ARTIST(S) AND/OR ARTISTIC DISCIPLINE(S) USED PREVIOUSLY, DESCRIBE YOUR RATIONALE:

13. NAME OF EACH SCHOOL & EACH SCHOOL'S ON-SITE RESIDENCY COORDINATOR (all participating schools must select an on-site residency coordinator):

School Name	On-Site Residency Coordinator

☐ An up-to-date résumé for each on-site residency coordinator listed must be provided. Attach the résumé(s) following page 6 of the application.

14. INDICATE THE CURRICULUM-BASED, SEQUENTIALLY-ORGANIZED ARTS INSTRUCTION CURRENTLY DELIVERED/PROVIDED BY CERTIFIED/ ENDORSED ARTS SPECIALIST/S IN THE SCHOOL/SCHOOL DIVISION (this does not include artist residencies, grants to teachers, touring artists, field trips, etc.):

WHICH ARTS DISCIPLINE(S) IS (ARE) TAUGHT BY AN ARTS SPECIALIST AS PART OF THE SCHOOL/SCHOOL DIVISION'S CURRICULUM? (check all that apply and detail grade level/hours of instruction for each arts discipline):

☐ Visual Art

☐ Music

☐ Dance/Movement

☐ Theatre/Drama

☐ Poetry/Fiction

☐ Other (specify) \_\_\_\_\_

HAS THE SCHOOL/SCHOOL DIVISION DEVELOPED WRITTEN CURRICULA FOR ARTS INSTRUCTION?

☐ YES

☐ NO

IS THE ARTS INSTRUCTION DELIVERED BY CERTIFIED/ENDORSED ARTS SPECIALISTS/TEACHERS?

☐ YES

☐ NO

Grade Level(s) _____	-Visual Art	How many hours per week? _____	-Visual Art
Grade Level(s) _____	- Music	How many hours per week? _____	-Music
Grade Level(s) _____	-Dance/Movement	How many hours per week? _____	-Dance/Movement
Grade Level(s) _____	-Theatre/Drama	How many hours per week? _____	-Theatre/Drama
Grade Level(s) _____	-Poetry/Fiction	How many hours per week? _____	-Poetry/Fiction
Grade Level(s) _____	-Other (specify)	How many hours per week? _____	-Other (specify)

COMMENTS:

15. ESTIMATED CASH INCOME (REVENUE) AVAILABLE TO FUND ARTISTS IN RESIDENCY PROGRAM:

a) School and/or School Division	\$ _____
b) PTA/PTO/Other Parent Group	\$ _____
c) Local Arts Agency or Arts Organization	\$ _____
d) Community Service Organization(s)	\$ _____
e) Foundation(s)	\$ _____
f) Other (specify) _____	\$ _____
g) Virginia Commission for the Arts (Artist Residency)	\$ _____ (pending approval)
TOTAL CASH INCOME	\$ _____ (a+b+c+d+e+f+g)

NOTE: Funds from other Virginia Commission for the Arts programs may not be used to match any portion of the residency income.

**16. ESTIMATED CASH EXPENSES FOR ARTIST RESIDENCY PROGRAM:**

a) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
b) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
c) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
d) Total salary (fee) for residency artist	\$ _____ (\$ _____ /day X _____ days)
e) Total travel for the Artist(s)	\$ _____ (\$ _____ /mile X _____ miles)
f) Consumable materials/supplies for workshop participants	\$ _____
g) Consumable materials/supplies for artist(s) for workshops	\$ _____
h) Artist honorarium for 1 on-site pre-residency planning day	\$ _____
i) Residency documentation (slides, video/audio tapes, etc.)	\$ _____
<b>TOTAL CASH EXPENSES</b> (must equal # 14 total)	\$ _____ (a+b+c+d+e+f+g+h+i)

**NOTE:** Eligible expenses include only the items above. If all artists are paid the same daily rate you may use one line - provide the total number of combined days for all artists, however. An itemized list of specific consumable supplies must be included in the residency description (#19).

**17. DESCRIBE WHAT STEPS YOU WOULD TAKE IF PARTIAL FUNDING IS AWARDED BY THE COMMISSION** (Funding is limited and not all applications are recommended for full funding. If partial funds are awarded, would you proceed with the residency as described in this proposal? If not, how would you alter the residency program? Be specific describing your contingency plans.):

**18. ARTISTS IN EDUCATION RESIDENCY PROGRAM PARTICIPANTS** (estimate the number of active residency workshop participants in each category listed below):

a) Total Number of Workshop Participants ( <u>student</u> workshops)	_____
b) Total Number of Workshop Participants ( <u>teacher</u> workshop)	_____
c) Total Number of General Participants ( <u>public</u> activity)	_____
d) Total Assembly/Exhibition/Reading Attendance	_____
<b>TOTAL # OF <u>ESTIMATED</u> RESIDENCY PARTICIPANTS</b>	_____ (a+b+c+d)

Breakdown of Student Participants (students may be included in more than one category):

_____ # Elementary Students	_____ # Core Group Student Participants
_____ # Middle School Students	_____ # Special Education Student Participants
_____ # High School Students	_____ # Talented & Gifted (TAG) Student Participants
	_____ # Minority Student Participants
	_____ # Vo-Tech Student Participants
	_____ # General Student Participants

Residency Events/Activities ( <u>estimated</u> ):	
# of Exhibitions	_____
# of Performances	_____
# of Readings	_____
# of Workshop	_____
# of Other	_____

Residency Sites:	
# of Participating Elementary Schools	_____
# of Participating Secondary Schools	_____
# of Participating Organizations	_____
<b>TOTAL SITES:</b>	_____ ( <u>must equal 9a</u> )

**19. RESIDENCY DESCRIPTION:** Commission-funded residencies must include all required components at each participating school: Core group workshops, general workshops, at least one formal workshop for teachers, and on-site studio time for the artist(s) (*only required if residency is 10 days or longer*). A public activity (community workshop, performance, exhibitions open to the public) is optional. An outline format or bullets may be used for the (up to) two-page description (own paper may be used, but ensure to label your answers clearly). Describe all of the following in the order listed:

- A. **planning** process (needs assessment, artist selection, planning team)
- B. **curriculum-based arts instruction** provided by certified arts specialists in the school
- C. **required residency components** (describe content/focus of each component)
- D. **residency goals**
- E. **learning objectives in the arts** (arts SOL) each component will reinforce
- F. **schedule** (number and duration of core group sessions, studio time, general workshops, teacher workshop, public activity)
- G. **participants** (rationale and selection process, grade level, pre-residency preparation)
- H. **consumable supplies** (specific itemized list with costs; do not attach a separate sheet)
- I. **facilities, workshop/performance/office space and equipment** available for the artist(s), students, other participants (be specific)
- J. **assessment** of student learning and growth (describe specific tools/methods, outcomes)
- K. **evaluation** of the residency (describe plan, specific tools, participants) and whether the goals were achieved

**NOTE:** If a residency is an interdisciplinary residency (involving more than one arts discipline), describe the rationale and structure of the residency and how the disciplines and the artists will work together to address the goals of the residency. If the residency is multi-disciplinary but not interdisciplinary, describe the rationale and structure of the residency and how each art form will address residency goals.

19. RESIDENCY DESCRIPTION, cont.

# Virginia Commission for the Arts Grant Conditions Agreement

## *Artist Residency Program: 2006-2007*

*Attach a signed Agreement to the original Artist Residency Program Sponsor application.*

### **A. Not-for-profit, tax exempt status:**

Virginia Commission for the Arts grantees are required to be not-for-profit and exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

### **B. Matching funds** (see the Commission's *Guidelines for Funding, 2006-2008*):

Virginia Commission for the Arts funds are limited to -

up to 2/3 of the total cash cost of the eligible expenses for the Artist Residency for first-time applicants

up to 50% of the total cash cost of the eligible expenses for the Artist Residency for all other applicants

**NOTE:** Funds from other Commission grant award programs may not be used to match any portion of Artist Residency Program income. Refer to the *Arts Education Handbook* and the *Guidelines for Funding, 2006-2008* for the list of eligible expenses.

### **C. Lobbying:**

No part of a Virginia Commission for the Arts grant award shall be used for any activity intended or designed to influence a member of Congress or the Virginia General Assembly to favor or oppose legislation.

### **D. Financial Requirements:**

Each grantee school/school system/organization will:

- provide accurate, current and complete financial records for each grant award
- maintain records which identify the source and application of funds for all grant-supported activities
- maintain accounting records which are supported by source documentation
- maintain effective control over and accountability for all funds, property, and other assets thus ensuring their use for authorized purposes only
- maintain procedures for timely disbursement of funds
- maintain procedures for determining allowable expenditures in compliance with Artists in Education Residency guidelines
- provide the Virginia Commission for the Arts, or its authorized representative, access to all grant-related financial records
- retain financial records for three years following the submission of the residency program final report or until any audit findings involving the records have been resolved, whichever is the longer period

### **E. Application as Contract:**

The grantee will expend the funds only for the purposes described in the application. The grantee must request approval in writing for any changes in budget, residency program description, artist(s), local on-site coordinator(s), etc., before implementing the change(s). Only eligible artists included in the Commission's current *Artist Roster* may participate. Non-compliance with these policies, or any other policy of the Commission, can result in the loss of funding.

### **F. Civil Rights:**

Each grantee shall comply with these Federal statutes and regulations:

Title VI, Section 601, of the Civil Rights Act of 1964, provides that no person, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Section 1681 of the Education Amendments of 1972 provides that, with certain exceptions, no person, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against handicapped persons on the basis of physical or mental handicaps in Federally assisted programs.



Compliance includes the following:

- notify employees of the school/organization and participants in and beneficiaries of the school or organization's program that it does not discriminate on the basis of handicap
- operate programs and activities accessible to and usable by handicapped persons
- maintain on file, and make available for public inspection, a self-evaluation plan developed with the assistance of handicapped persons, or organizations representing handicapped persons containing:
  1. policies and practices for making programs accessible
  2. plans for making any structural modifications to facilities necessary for accessibility
  3. a list of the handicapped persons or organizations consultants
  4. the signature of the person responsible for the school or organization's compliance efforts

**Reporting Requirements:**

- Each grantee school/organization will submit to the Virginia Commission for the Arts, within 30 days of the completions of all residency activities and before June 15, 2007, a complete final report (including financial information) and evaluation form. Blank forms are distributed with each award letter and are included in the *Arts Education Hand Book*. The residency program description and financial reports include:
  1. the actual budgeted amount(s) for all eligible expenses associated with each Artist Residency Program and grant award, prepared from the grantee's accounting records, all sources and amounts of income (including the total Commission grant award)
  2. the actual participant/attendance statistics for each residency by the categories listed on the report (provided in numbers not percentages)
  3. artist participation by the categories listed (provided in numbers not percentages)
  4. summary of all residency components, results, student progress, etc., in narrative form
  5. the sponsor's evaluation form
  6. each artist's evaluation form

**NOTE:** 15% of each grant award will be withheld pending Virginia Commission for the Arts receipt and approval of each final report and evaluation form. Final reports received after June 15, 2007 will not be processed. Final reports will be considered incomplete if all evaluation forms, statistics, financial information, and a summary of residency components and activities are not included.

**Acknowledgment:**

All published material and announcements regarding the Commission-funded residency or activity, must include an acknowledgment that **the residency/activity is funded, in part, by a grant from the Virginia Commission for the Arts.**

**Assurances:**

Each application and final report must be signed by an individual duly authorized by the school or governing body of the organization to act upon its behalf. The signature of that individual indicates compliance with all of the grant conditions summaries above and all of the activities and information described and outlined in the application.

The undersigned certifies to the best of his/her knowledge that the information in this application is true and correct, the filing of this application has been duly authorized by the school or governing body of the organization, and the applicant agrees to comply with all grant conditions stated above and all policies and procedures of the Virginia Commission for the Arts.

<hr/>		<hr/>	
Type or Print Name of School/School Division Authorizing Official		Title of Authorizing Official	
<hr/>		<hr/>	
Signature of Authorizing Official		Date	
<hr/>		<hr/>	
Applicant School		or	Applicant Organization

**NOTE:** Applicants must provide the Virginia Commission with the applicant school (division) or applicant organization Federal Employer Identification Number. Applications will not be processed if this 9-digit number is not provided. Contact your school division central office for assistance. Payments to public schools may be made via electronic transfer. If so, all grant payments may be sent to the school division central office.

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE***Racial/Ethnicity Data Collection Form***Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

**A: Asian**  
**B: Black/African American**  
**H: Hispanic/Latino**  
**N: American Indian/Alaskan Native**  
**P: Native Hawaiian/Pacific Islander**  
**W: White**

**Organizational/Institutional Applicants**

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

**A: 50% or more Asian**  
**B: 50% or more Black/African American**  
**H: 50% or more Hispanic/Latino**  
**N: 50% or more American Indian/Alaskan Native**  
**P: 50% or more Native Hawaiian/Pacific Islander**  
**W: 50% or more White**  
**99: No single group** listed above represents 50% or more of staff or board or membership

**For Both Individual & Organizational Applicants:**

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

**A: Asian individuals**  
**B: Black/African American individuals**  
**H: Hispanic/Latino individuals**  
**N: American Indian/Alaskan Native individuals**  
**P: Native Hawaiian/Pacific Islander individuals**  
**W: White individuals**  
**99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.